

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
-97011

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input checked="" type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced) 19200-09133A 69400-09133-2 29600- 9133-1 39700-79133 59300-09133 49900-09133A 79100-09133				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
								13. Competitive Level Code	
								14. Agency Use	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code	
3. U.S. Office of Personnel Management									
5. Department, Agency or Establishment									
c. Second Level Review		Criminal Investigator Supervisory Special Agent				GS		1811 1812	
d. First Level Review								14	
e. Recommended by Supervisor or Initiating Office								4/10/97	

16. Organizational Title of Position (if different from official title)
Assistant Special Agent in Charge
Deputy Assistant Regional Director - Law Enforcement

17. Name of Employee (if vacant, specify)

8. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision Assistant Regional Director - Law Enforcement	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region		e. Fifth Subdivision	

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Series Definition for Game Law Enforcement
Series, GS-1812, General Schedule Supervisory Guide, April 1993

Typed Name and Title of Official Taking Action

Robert J. Eckert
Management Initiatives Specialist

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)						Department of the Interior, FLETC Specialist			
b. Supervisor						This PD has been approved as follows under 5 USC 8336(c) and 8412(d)			
c. Classifier						Firefighter <input checked="" type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Administrative <input checked="" type="checkbox"/> Sec/Supvy			
						Approval Date		January 20, 2004	

24. Remarks
FC: 00
FPL: GS-14

Special Reserve Coverage	
<input checked="" type="checkbox"/> Firefighter	<input checked="" type="checkbox"/> Law Enforcement
<input checked="" type="checkbox"/> Primary	<input checked="" type="checkbox"/> Secondary/Administrative
<input checked="" type="checkbox"/> Sec/Supvy	
12/11/97	12/11/97

25. Description of Major Duties and Responsibilities (See Attached)



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval
for Retirement
Under 5 USC 8336(c) and 8412(d)

[x] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[x] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Law Enforcement)

Bureau: Fish and Wildlife Service – Bureau-wide

Classification Title: Supervisory Criminal Investigator

Organization Title: Assistant Special Agent In Charge

Position Number: 97011 Series and Grade: GS-1811-13/14
+97011A

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative Law Enforcement coverage is recommended under both CSRS and FERS.

This is an administrative position in an organization having a law enforcement mission. The incumbent of this position serves as the full Deputy to the Assistant Regional Director who is responsible and accountable for the law enforcement programs, operations, and activities of one of the U.S. Fish & Wildlife Service's regions. The incumbent shares line management authority and exercises joint responsibility with the ARD-LE over the regional law enforcement program. The actual conduct of regional activities in enforcing the fish and wildlife laws, involves: investigation, surveillance, conducting raids, interviewing witnesses, interrogating suspects, seizures of contraband, equipment and vehicles, securing and serving search warrants, making arrests, developing evidence for orderly presentation to the United States Attorney and other legal officers, testifying in court, preparing detailed written reports, and conducting undercover operations. **This position is clearly in an established career path and experience as gained by substantial service in a primary law enforcement position in the Federal government or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for the incumbents of this position.**

See Attached
Chief, National Wildlife Refuge System

05/23/03
Date

Marcia L. Scifres
MARCIA SCIFRES, DOI Fire & Law Enforcement Retirement Team Leader

12/17/2003
Date

APPROVAL : The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date of 10/01/2002.** Approval is by DOI Secretary's Designee:

Carolyn Cohen
Deputy Assistant Secretary, Human Resources and Workforce Diversity

1/20/04
Date